

APPLICATION CHECKLIST

You must provide the following items on checklist to have your Application checked.

- Valid State ID card or Driver's License for Applicant(s) and Occupant(s) over 18 years.
- Valid Social Security card or Resident Alien card for Applicant(s) over 18 years.
- Verifiable income for Applicant(s). This includes either paycheck stubs, last tax return or current bank statement. This income must equal or be greater than 3 ½ times the amount of rent.
- A non-refundable Application Fee of \$50.00 as a money order or credit card payment. This is per Application not per person. *Starting November 1st 2009 a convenience fee of 1.5% will be charged for credit card payments.*

Although not required to have your Application checked, we recommend if you want to get the property before anyone else does, bring in the deposit and we can hold the property for you for move-in for up to 30 days* with regular deposit. *With deposit specials only 15 days.. The deposit is non-refundable if you do not move-in within those time periods.

- The Deposit

You can move-in immediately if the property is ready with the full month's rent.

- The Rent

With all of the information provided above, you will be able to get your Application processed quickly.

APPLICATION FOR RENTAL

ADDRESS APPLIED FOR _____ **Move In Date** _____

How was applicant referred to Landlord? Newspaper Ad Greensheet Ad Drive By Sign Other

Current Resident. If so, Resident's name: _____ Address: _____

APPLICANT #1

Name: _____ **Soc.Sec #:** _____

Driver License #: _____ State: _____ Date of Birth: _____

Phone: _____ (hm) _____ (wk) Cell Phone #: _____

List Last 2 Residences (start with current residence):

Current Address: _____ **Apt:** _____

City: _____ State: _____ Zip: _____

Move-In Date: _____ Move-Out Date: _____ Rent: _____

Landlord/Manager: _____ Phone: _____ (hm) _____ (wk)

Last Address: _____ **Apt:** _____

City: _____ State: _____ Zip: _____

Move-In Date: _____ Move-Out Date: _____ Rent: _____

Landlord/Manager: _____ Phone: _____ (hm) _____ (wk)

Current Employer: _____ **Address:** _____

Supervisor's Name: _____ Phone: _____

Position: _____ Income: _____ Hr. _____ Monthly _____ Yr.

Dates of Employment: (begin) _____ (end) _____

APPLICANT #2

Name: _____ **Soc.Sec #:** _____

Driver License #: _____ State: _____ Date of Birth: _____

Phone: _____ (hm) _____ (wk) Cell Phone #: _____

List Last 2 Residences (start with current residence):

Current Address: _____ **Apt:** _____

City: _____ State: _____ Zip: _____

Move-In Date: _____ Move-Out Date: _____ Rent: _____

Landlord/Manager: _____ Phone: _____ (hm) _____ (wk)

Last Address: _____ Apt: _____
City: _____ State: _____ Zip: _____
Move-In Date: _____ Move-Out Date: _____ Rent: _____
Landlord/Manager: _____ Phone: _____ (hm) _____ (wk)

Current Employer: _____ Address: _____
Supervisor's Name: _____ Phone: _____
Position: _____ Income: _____ Hr. _____ Monthly _____ Yr.
Dates of Employment: (begin) _____ (end) _____

Name all persons other than applicant#1 and applicant#2 to occupy the property and relations to applicant(s):

Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

Will you have a pet? No Yes *If Yes, please fill out the following:*

Pet(s) Breed: _____ Weight: _____ Indoor Outdoor
Pet(s) Breed: _____ Weight: _____ Indoor Outdoor

Vehicle Make/Model/Color: _____ Tag: _____ Yr: _____ St: _____
Vehicle Make/Model/Color: _____ Tag: _____ Yr: _____ St: _____
Vehicle Make/Model/Color: _____ Tag: _____ Yr: _____ St: _____

Write Yes (Y) or No (N) to the following:

Has applicant ever been evicted? _____ If yes, state Landlord/Apartments: _____
Address of eviction: _____
Been convicted of a felony? _____ If yes, please explain: _____
Will Applicant maintain a renter's insurance policy? _____

Emergency Contact:

Name: _____ Address: _____
Home phone: _____ Work phone: _____
Relationship: _____

If you are seriously ill, missing or in jail or penitentiary according to an affidavit of the above person, or if you die, you authorize (check one or more) _____ the above person, _____ your spouse, and/or _____ your parent or child to enter your dwelling to remove all contents, as well as your property in the storerooms and common areas. If no box is checked, any of the above are authorized at our option. If none of the above can be reached, contents will be removed from the dwelling unit, storerooms or common areas by landlord or landlords agents and placed in storage for 30 days from the date of removal from the dwelling unit, storerooms or common areas. After 30 days contents will be disposed of at the landlord's discretion.

A non-refundable Application fee of \$50.00 will be tendered by the Applicant to the landlord.

Providing false information in this application is grounds for rejection of this application and retention of any application fee(s) as liquidated damages for Landlord's expenses for processing this application. The undersigned represents that the above statements are true and complete and hereby authorizes verification of said information. APPLICANT HEREBY AUTHORIZES LANDLORD OR LANDLORD'S AGENT TO OBTAIN A COPY OF APPLICANT'S CREDIT REPORT, VERIFY APPLICANT'S RENTAL AND EMPLOYMENT HISTORY, AND OBTAIN OTHER INFORMATION RELATED TO THIS APPLICATION.

SIGNATURE – APPLICANT #1

DATE

SIGNATURE – APPLICANT #2

DATE

Privacy Policy on Personal Information

We are dedicated to protecting the privacy of your information. This includes your Social Security or other government identification numbers. Our privacy policy is to help assure you that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other documents that you provide to us either on paper or electronically.

How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe in the future.

How the information is protected and who has access. Only authorized persons have access to your Social Security or other governmental identification numbers. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Consent for Release of Information

We, the undersigned applicant(s), authorize all persons or companies to release without liability, all information regarding our employment, income and /or assets. The information may be released only to the rental dwelling owner, or their agent. The purpose of releasing the information is to verify information on a rental application being made by us.

Information Covered. We understand that previous or current information may be needed. Verification and inquires that may be requested include, but are not limited to: personal identity, employment, income assets and allowance for child or medical purposes. The general consent may not be used to request a copy of the tax return.

Groups or individuals that may be asked: The groups or individuals that may release the above information include, but are not limited to: Present and Past Employers, Welfare Agencies, Veterans Administration, Present and past landlords, State Unemployment Agencies, Retirement Systems, Public Housing Agencies, Social Security Administration, Financial Institutions, Credit Reporting Agencies, Criminal Reporting Agencies.

The above information may only be released to the dwelling owner or management company (or their agent) named below:

Owner/Mgmt Co.: ALDEN SHORT, INC. Address: 4316 ELM STREET, DALLAS, TX 75226

Telephone: 214-824-6885 Fax: 214-821-0179

Applicant Signature(s):

APPLICANT #1

PRINT NAME

DATE

APPLICANT #2

PRINT NAME

DATE

